

BY-LAWS

OF THE

DIRECTORS.

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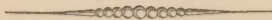
RULES AND REGULATIONS

OF THE

SUPERINTENDENT

OF THE

INSANE ASYLUM OF CALIFORNIA.



STOCKTON:

INDEPENDENT BOOK AND JOB PRINTING HOUSE.

1867.

BY-LAWS

ARTICLE I

OF THE ASSOCIATION

Section 1. The purpose of this Association shall be to promote the interests of the community in the field of education and to secure the highest quality of instruction and the best results in the study of the subjects of the curriculum.

Section 2. The Association shall be organized as a non-profit corporation and shall have as its objects the promotion of the interests of the community in the field of education and the securing of the highest quality of instruction and the best results in the study of the subjects of the curriculum.

Section 3. The Association shall have as its members all persons who are interested in the promotion of the interests of the community in the field of education and the securing of the highest quality of instruction and the best results in the study of the subjects of the curriculum.

Section 4. The Association shall have as its officers and directors such persons as shall be elected by the members of the Association and shall have the right to elect and remove officers and directors and to elect and remove members of the Association.

BY-LAWS.

ARTICLE I.

BOARD OF DIRECTORS.

SEC. 1. *Election of Officers.*—The Board of Directors shall, at their regular monthly meeting in May of each year, organize by electing of their number a President and Vice President, who shall hold office until the organization of a new Board.

SEC. 2. *Mode of Election.*—All elections shall be by ballot, unless otherwise ordered by a unanimous vote of the members present at the time of the organization. *Three* ~~Four~~ members present at a meeting of the Board shall constitute a quorum for business.

SEC. 3. *President.*—The President shall preside at all meetings of the Board ; shall sign all contracts made by the Directors, and perform such executive duties as the Board may, from time to time, authorize and direct.

SEC. 4. *Vice President.*—In the absence of the President, the Vice President shall preside at the meetings of the Board, and perform all the duties of the President. In the absence of both the President and Vice President, the members present, if constituting a quorum, may call one of their number to the chair, and proceed to the transaction of business.

SEC. 5. *Treasurer.*—The Treasurer shall execute a bond in the penal sum of twenty thousand dollars, with good and sufficient sureties, which bond shall be made payable to the State of California and approved by the Directors, and shall be conditioned for the faithful performance of all the duties of his office, as herein prescribed; and said bond shall be filed with the President of the Board of Directors. He shall receive, safely keep and disburse all moneys belonging to the Asylum, in such manner as shall be directed, from time to time, by the Directors; he shall report, in writing, at each monthly meeting of the Board, the receipts and disbursements of all moneys, from all sources, during the preceding month; he shall, at the stated meeting of the Directors in October, of each year, make a report in full upon all business transactions of the Institution for the preceding year, ending September 30th—said report showing, under appropriate headings, the aggregate monthly receipts and expenditures, on the several accounts hereinafter specified.

SEC. 6. *Secretary of the Board of Directors.*—The Treasurer—as Secretary of the Board of Directors—shall attend all meetings of the Board; he shall keep, in a book set apart for that purpose, a full and accurate record of all the proceedings of the Directors; he shall keep the books and have charge of the accounts, and perform such other duties as are prescribed by law and as the Board may direct.

ARTICLE II.

STANDING COMMITTEES.

The Directors shall, at the time of their organization, annually, elect five Standing Committees, to-wit: *Auditing Committee, Finance Committee, Committee on Contracts, Committee on Improvements and Repairs, and Visiting Committee.*

SEC. 2. *Auditing Committee.*—The Auditing Committee

shall examine all bills, accounts and reports, touching the purchase and distribution of supplies, and enquire into all other matters referred to them by the Board. They shall meet each month (prior to the monthly meeting of the Board), and carefully examine the accounts of the Superintendent and Steward, with their vouchers, and report upon the same, in writing, at the first meeting of the Board thereafter.

SEC. 3. *Finance Committee*.—The Finance Committee shall meet each month (prior to the monthly meeting of the Board), and carefully examine the books, accounts and vouchers of the Treasurer. They shall enquire into all business transactions, including the receipt and expenditure of money, and perform such other duties as may be directed, from time to time, by the Directors. They shall report, in writing, at each stated meeting of the Board.

SEC. 4. *Committee on Contracts*.—The Committee on Contracts shall receive, from the Secretary of the Board of Directors, all proposals to furnish the Asylum with provisions, fuel, clothing, etc., as per semi-annual advertisements, and examine the same with closed doors. They shall make a memorandum of all the bids, and present the same—designating the lowest—in a written report to the Directors at a special meeting of the Board to be held as soon thereafter as is practicable. They shall perform all other duties in connection with contracts and supplies, referred to them from time to time, and shall report on the same, in writing, when required to do so by the Board.

SEC. 5. *Committee on Improvements and Repairs*.—It shall be the duty of the Committee on Improvements and Repairs to confer with the Superintendent in relation to improvements and repairs of the Asylum property, and they shall report, in writing, upon the duties performed by them, at the first meeting of the Board of Directors holden thereafter.

SEC. 6. *Visiting Committee*.—The Visiting Committee shall consist of three members of the Board of Directors, to be

appointed by the President, whose duty it shall be to visit and inspect the Asylum monthly and to report to the Board at each regular meeting.

ARTICLE III.

MEETINGS OF THE BOARD.

SEC. 1. *Stated Meetings*.—The Board shall meet regularly on the 10th day of each month, for the transaction of business, except when the 10th occurs on Sunday, the meeting shall be on the 8th, ~~and except further, for the month of April and for the month of October, the regular meeting of the Board shall be on the first Tuesday of said months.~~

SEC. 2. *Special Meetings*.—The President may, at his discretion, call a special meeting of the Board at any time, and upon the written application of two Directors, or of the Superintendent, he shall call a meeting of the Board. When such special meeting shall be called, the Secretary shall notify each Director, of such meeting, and shall state the nature of the business to be acted on.

SEC. 3. *Place of Meeting*.—All adjourned meetings, by a vote of the Board, and special meetings of the Board, at the call of the President, may be held at any designated place.

ARTICLE IV.

FINANCE.

SEC. 1. *General Finance*.—The money appropriated by the State, for the ordinary expenses of the Asylum, shall be drawn as follows: At the regular meetings of the Board of Directors, in the months of June, September, December and March, the Superintendent shall present an estimate of the sum required, and for what purposes, for the quarter; and for obtaining such sum, the Directors shall sign the estimate

as agreed upon, and upon the estimate so signed, which shall be an entry of record, the Treasurer of the Asylum shall obtain the money from the State Treasury as prescribed by law.

SEC. 2. The Treasurer shall pay no bills until the same have been allowed and ordered paid by the Board of Directors, nor shall any disbursements of money be made by him, for any purpose, except by order of the Directors.

ARTICLE V.

DOMESTIC FINANCES.

SEC. 1. All contracts, for provisions, fuel and clothing, shall be made, by the Directors, as provided by law.

SEC. 2. All necessary expenditures, other than those for supplies furnished by contract, shall be made by the Superintendent, subject to the approval of the Board, as provided by law or by the By-Laws of the Directors.

SEC. 3. All bills for expenditures made under the direction of the Superintendent shall be endorsed by him as correct before being submitted to the Board for allowance and payment.

SEC. 4. All business transactions for the Asylum, when money is to be disbursed, shall be in writing, either by contracts or by bills, properly itemed and rendered at the time of any purchase. Accounts current against the Asylum shall be called in at the close of each month, at which time they shall be carefully examined by the Auditing Committee, with the bills rendered, who shall carefully compare said bills with the contracts and with the monthly account of expenditures.

SEC. 5. All bills paid shall be entered in their proper order of date, in the financial record, and each entry shall exhibit the name of the person to whom paid, its date and total amount, and the several items in each account shall be placed

under appropriate headings, so as to show the amount delivered for each class of supplies, as minutely as may be required for a clear understanding of the expenditures of the Institution.

ARTICLE VI.

RESIDENT OFFICERS.

SEC. 1. *Superintendent.*—The Superintendent shall cause to be kept correct accounts, in books provided for the purpose, of all supplies received at the Asylum, and all articles used and consumed in the Institution daily; he shall examine all articles received, in connection with the bills thereof, and, if found correct in regard to quantity, quality, weight, number or measurement, as the case may be, he shall direct the Steward to make a record of the same, in his invoice-book, showing the number of the bill, whom from, and the aggregate amount, after which the articles shall be placed in the custody of the Steward, and the invoice entered, item by item, in a book kept for the purpose.

At each monthly meeting of the Board, he shall make a report, exhibiting the receipts and expenditures of the preceding month, arranging the different articles used under appropriate headings, that the actual cost of each article may be correctly shown.

He shall cause to be kept the "Asylum Account," the "Physician's Dwelling Account," the "Office Account" and the "Garden Account," each separate and distinct from the other, and make separate and distinct monthly exhibits of each.

He shall also ^{Keep} present, in connection with the monthly exhibits of each of the above accounts, a table showing the combined total cost per day and per month, with an average cost per day; the average cost of each patient per day, and per month, together with any other items of interest and utility to the Asylum.

He shall cause to be made out, a table showing the bills to be paid on the last month's expenditures. He shall further cause to be kept a correct account of the patients received, discharged, died and eloped. Of those received, he shall, at the time of their admission, enter in a book provided for the purpose, a condensed copy of the commitment, with the facts set forth in the certificate of the Examining Physicians accompanying the same, together with the condition of each patient at the time of admission. In connection with the discharges, deaths and elopements, he shall enter the date of the occurrence, with such remarks as he may deem proper.

The Superintendent shall be allowed a Private Secretary to assist him in the performance of the duties specified in this section, to be appointed by him, with the approval of the Directors, in the same manner that other assistants are appointed. Said Secretary shall reside in the Asylum, and devote his whole time to the interests of the Institution.

SEC. 2. On the first days of April and October, of each year, the Resident Physician shall furnish the Board of Directors with a list of articles required for the six months following the first days of May and November of each year, and the Directors shall then advertise for sealed proposals, for furnishing such supplies, as required by the statute.

The Superintendent shall be the custodian of all bonds given the Directors to secure the payment for keeping and clothing paying patients, and shall collect all sums due the Asylum from the above named class of patients, and account for the same in his monthly report to the Directors.

ARTICLE VII.

APPOINTMENTS AND DISCHARGES.

SEC. 1. *Appointments.*—All appointments of attendants, assistants or employees shall be submitted to the Board of

Directors for approval, at the first regular meeting after such appointment or appointments shall have been made. No permanent appointment shall be made to fill the place of an employee discharged by the Superintendent, until such discharge shall have been approved by the Directors.

SEC. 2. *Discharges.*—No discharge of an employee will be deemed absolute and final until approved by the Board of Directors. But when any employee has been discharged by the Superintendent, said discharge shall operate as a suspension from office of said employee, and he or she shall not perform any of the duties appertaining to his or her station until the Directors shall act upon said discharge, when, if approved by the Directors said discharge shall go into effect at the date it was made by the Superintendent; and if not so approved the discharge of the Superintendent shall be null and void as regards the pay of said employee and his or her continuance in office.

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ARTICLE VIII.

Sec 1. ASSISTANT PHYSICIAN.

SEC. 1. The Assistant Physician shall superintend the administration of medicines, visit the wards frequently, and carefully note the condition, treatment and progress of individual cases; see that the directions of the Superintendent are faithfully executed, and promptly report any case of neglect or abuse that may come under his observation, or of which he may be informed.

SEC. 2. He shall assist in devising employment and recreation for the patients, and endeavor in every way to promote their comfort and recovery; keep such records of cases as the Superintendent may direct, assist in preparing statistics, and conducting correspondence, and he shall perform such other duties of his office as properly belong thereto.

ARTICLE IX.

AMENDMENTS.

These By-Laws may be amended at any meeting of the Board of Directors, by a vote of the majority of the whole Board, provided that all amendments shall be proposed in writing at a previous meeting of the Board.

ORDER OF BUSINESS.

1. Reading of Minutes.
- ~~2. Unfinished Business.~~ *Adoption of By-laws*
- ~~3.~~ 2. Reports of Standing Committees.
- ~~4.~~ 3. Reports of Special Committees.
- ~~5.~~ 4. Report of Treasurer and Secretary. *Amended*
6. New Business.

Board of Directors.

A. J. SPENCER,	SAN JOSE.
NEWTON BOOTH,	SACRAMENTO.
N. D. POPERT,	MARYSVILLE.
AUSTIN SPERRY,	STOCKTON.
E. S. HOLDEN,	"
T. R. ANTHONY,	"
WM. M. BAGGS,	"

Treasurer P. W. Bath

RULES AND REGULATIONS OF THE SUPERINTENDENT.

STEWARD.

1. The Steward, under the direction of the Superintendent, shall have a general oversight of the farm, stock, garden, grounds, fences, and the buildings, together with all the furniture, fixtures and apparatus belonging thereto; and see that the same are kept constantly in good order and repair.

2. He shall, under the direction of the Superintendent, see that the Institution is timely provided with all necessary supplies and conveniences for the support, comfort and proper care of its inmates.

3. He shall receive and store all articles and goods purchased, either by contract or by order of the Superintendent; and be responsible for the safe keeping and economical distribution of the same.

4. In receiving supplies furnished by contract he shall in no case receive an article different in kind or quality from the sample or description upon which the bid to supply said article was based.

5. He shall keep just, accurate, and methodical accounts of all articles received, and all articles purchased by him, together with all distributions of supplies to the several

departments of the Institution—each and every day's accounts, exhibiting in detail, the number, quantity, weight or measurement, as the case may be, of each and every article, from whom received, and to whom distributed.

6. On the receipt of supplies, whether obtained under contract, or purchased by order of the Superintendent, the Steward shall require a bill or invoice of the same, and shall enter the aggregate amount, with the date and number of the invoice, in a book provided for that purpose.

7. He shall not suffer anything to be distributed to the wards, of either the male or female department, without an order from the Superintendent or Assistant Physician, and he shall not furnish anything to the dwelling of the Resident Physician, the Asylum kitchen or bakery or to the garden or farm, without first entering the same in a pass-book provided for the purpose.

8. He shall assist in maintaining the police regulations of the Asylum, observe the deportment of those employed in subordinate positions, see that they do their duty, and report to the Superintendent any instance of neglect or misconduct that he may observe, or of which he may be informed; he shall see to the opening and closing of the house; that the employees rise and commence their duties at the ringing of the bell, and retire at proper season at night; that the bell is rung promptly at such hours as may be designated, from time to time, by the Superintendent. He shall have a general care of the male patients, see that they are kindly treated, that their clothes are taken care of, that their food is properly cooked, served and distributed, that the rooms, passages and other apartments are kept clean and properly warmed and ventilated, and that everything pertaining to the Asylum property is kept in order.

9. Under the direction of the Superintendent he shall attend to engaging and discharging subordinate officers, attendants and assistants.

10. The Steward shall be required to devote his whole time to the interests of the Institution, assist, in every way

in his power, to preserve order in the house, and faithfulness among the employees, and see that all the rules and regulations of the Asylum are fully observed.

MATRON.

1. The Matron shall, under the direction of the Superintendent, have charge of the female department of the Asylum. She shall be with the female patients, in all the wards, as much as possible; see that they are kindly treated; that their food is properly cooked, served and distributed; that their apartments are kept clean and in good order, and properly warmed and ventilated; that the female employees attend to their duties in all respects, and report to the Superintendent any departure, on their part, from the rules and regulations of the Institution.

2. The bedding, table linen, napkins, and drapery furniture, carpets, table covers, and all similar property of the female department, as well as the clothing of the female patients, shall be under her general care and supervision. She shall direct the employment and amusement of all the inmates of the female wards; in short, she shall be required to look frequently and carefully into every interest connected with her department; and thus, by devoting her whole time to the Institution, aid in every way in her power, in securing the comfort and recovery of the patients, and the general welfare of the Asylum.

3. She shall keep a book, in which she shall note, or cause to be noted, the absence of all attendants and assistants and the length of time of such absence; and she will be required to know at all times who of the attendants or assistants, if any, are off duty. Said book shall always be subject to the examination of the Superintendent and Assistant Physician.

SUPERVISORS.

1. The Supervisors shall spend their whole time, not appropriated to other duties, in the immediate oversight of

their respective departments. They shall continually visit the halls, dormitories and yards, and see that the rules and regulations of the Superintendent are strictly observed, and that the directions of the medical officers are faithfully carried out by the attendants and all other persons employed therein.

2. They shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes and bedding; and shall see that such of their clothing and bedding as may need cleansing and repairing, are collected every morning and respectively sent to the laundry and sewing rooms.

3. They shall see that the rooms and halls are properly ventilated and warmed.

4. They shall be present at the admission and discharge of the patients of their respective departments; see that all money, jewelry and other valuables are deposited in the office for safe keeping; take charge of their clothing, entering in a book kept for that purpose each article; see that they have nothing dangerous about their persons; see that the things belonging to them are marked, preserved, cleansed and distributed as required; and that all their clothing and effects are restored to them at the time of their discharge.

5. They shall give particular attention to the sick, seeing that they are properly cared for, and kindly treated by the attendants, and that the medicines prescribed are administered as directed.

6. They shall see that the patients are properly clad—that their clothing is neatly adjusted, shoes tied, stockings up—and that they present at all times, so far as possible, a tidy and decent appearance.

7. They shall endeavor to encourage the attendants in their efforts to attain a higher tone of duty in their relations with the patients and each other, and to cultivate in their manner and personal habits, a feeling of self-respect and politeness. They shall endeavor to encourage in them a sentiment of respect for the officers of the Institution, so

that the patients may be inspired with confidence in them. They shall communicate freely with the Superintendent as to the fitness of attendants, and any want of faithfulness they may observe; also as to any deficiencies in the food, or in the washing. And in general, they shall be responsible for the proper deportment of the attendants—to whom they are expected to be a correct guide and example.

8. The Supervisor of the male department shall keep a book in which he shall note the absence of all attendants and assistants, and the length of time of such absence. And he is required to know at all times who of them, if any, are off duty.

ATTENDANTS.

1. The attendants shall have the immediate and constant care and supervision of the patients.

A few general facts and principles should be constantly kept in mind by all persons connected with the management of the insane, but more especially by their attendants, into whose never-ceasing care and keeping they are entrusted.

1st. Insanity is always connected, in some manner, with bodily infirmity.

2d. There is usually a loss of all sense of moral obligation, or ability to distinguish between right and wrong, and, therefore, irresponsibility for words and actions.

3d. There is a full appreciation of all acts of kindness or cruelty, and in general a perfect recollection of them after restoration, and in after life.

4th. There is usually a morbid or exalted sensitiveness in relation to what is due to them in attention and general deportment; and, consequently, irritation, excitement or anger, at either real or imagined neglect or improprieties of treatment.

5th. The frequent recurrence of excitements aggravates and perpetuates the disease.

6th. The more the mind dwells upon or is reminded of hallucinations or delusions, the more permanently are they fixed; so is the reverse true, that the more they are driven from the mind, by occupation with other thoughts and ideas, the sooner do they disappear altogether.

These few principles are the basis of the following rules and regulations for attendants:

2. *Deportment to Patients.*—In all their intercourse with the patients they must treat them with respect and civility—address them in a mild and gentle tone of voice, avoiding all violence and rudeness, or undue familiarity, nicknames, or disrespectful terms. All civil questions are to be properly answered; all reasonable requests promptly attended to; they must never speak to them of their delusions, nor to others in their hearing; never allow them to be laughed at or ridiculed, or harshly spoken to on account of their delusions or peculiarities. Deception is never to be used, nor promises made without expecting their fulfillment.

They should never manifest fear of a patient—should keep cool under every provocation—never scold them or dictate authoritatively. When firmness and decision are required, they should be softened by mildness and kindness. When force is required, if it be with tact and kindness, a pleasant smile, cheerful and explanatory words, and sympathizing manner, but little will be needed. *Under no circumstances will a kick, a blow, or similar violence, be excused, except in the clearest case of self-defence.*

3. *Deportment Generally.*—Attendants are required to be neat and cleanly in their dress, courteous and respectful to the officers, to one another, and to all persons, never wearing their hats within doors, or going in their shirtsleeves; *never to use profane or vulgar language*; never to lounge upon the tables, or other furniture, or upon the floor; never to be noisy or boisterous, to be cheerful without levity, and to be respectively *gentlemanly* and *lady-like* in all things.

4. When abroad, or to visitors, or to any one not connected with the Asylum, they are directed never to report

the conduct, conversation, peculiarities, or even the names of patients, and never to speak disrespectfully of the Institution, its officers or any of the employees.

5. *Of Rising and Morning Duties.*—They must rise punctually at the ringing of the morning bell, and take charge of the hall—open the bed-room doors of the patients, give them a cheerful greeting—see that they are properly washed and dressed, hair combed and clothing and shoes in good order. Immediately upon rising, all beds are to be opened for airing—foul ones to be removed and cleansed, dried and refilled—and when sufficiently aired they are to be made up—the bed-rooms and corridors swept, and everything put in the best possible order by 9 o'clock A. M., and thus maintained through the day.

6. *Of Meals.*—They must see that all patients are up, and prepared for breakfast at the prescribed hour, and duly ready for all other meals. All patients must take their meals at the table, except when sick, when confined to their rooms, or when otherwise directed. The food is to be promptly served by the attendants while warm and in good order, not only to those at the table, but to those in their rooms. Those confined are to be served first. At table the preferences of patients, their likes and dislikes and peculiarities of taste, are, as far as possible to be attended to. Knives and forks or other dangerous weapons, are never to be left in the possession of patients. After each meal they are to be counted, and if any are missed, prompt measures are to be taken for their recovery. Immediately after each meal, the dining room must be put in complete order for the next. Attendants must not linger at their own meals, nor in going to or from them. Patients must not be hurried away from the tables before they are done eating; and especial care must be taken to give ample time to the aged and feeble.

7. Food that has been handled, or rendered unfit for use, shall be sent back in a receptacle provided for the purpose,

but whatever is fit to be served in another form shall be carefully laid aside for future consumption.

8. Some very plain food shall be kept in the dining-room closets, for the use of those whose meals may have been interrupted, or for old persons, or for convalescent patients, who sometimes require food oftener than under ordinary circumstances.

9. The meals of the patients shall be served promptly at the hour appointed by the Superintendent.

10. The time appointed for patients' meals is as follows: From March 21 to September 21—breakfast at 6 o'clock A. M., dinner at 12 o'clock M., and supper at 6 o'clock P. M. From September 21 to March 21, they shall have dinner at 12 o'clock M., and the hour for breakfast and supper shall be changed from time to time so that breakfast shall come as near sunrise, and supper as near sunset, as practicable.

11. The steam whistle will blow fifteen minutes before each meal, when all outside attendants and employees, with the patients under their charge, will leave off work and prepare for meals. Meal time will be announced—fifteen minutes after the whistle blows—by the ringing of the bell.

12. *Of Cleanliness.*—Every part of the corridors, halls and rooms, must be kept scrupulously neat and clean. "*Nothing is clean enough that can be made cleaner,*" is a rule which must be strictly observed. All the floors must be scrubbed weekly, and oftener when necessary, and must be swept each day as often as required to keep them clean. When unpleasant odors are observed the cause must be removed instantly. Clean sheets and pillow-cases are to be put on each bed, at least once a week, and oftener if required by being soiled.

Medicine—The attendants must give all medicines as directed by the Physicians. Patients are never to be *forced* to take medicines, food or baths, when persisting in refusal, except when directed in each case. All such refusals must be reported to the Supervisor who will inform the attending Physician. Any striking or unexpected effect of medicines

must be immediately reported. All new cases of sickness and all alarming or dangerous symptoms in those already sick must be reported to the medical officer without delay. Medicine cases must be kept locked.

13. *Bathing*.—All patients must be bathed in tepid water once a week, unless otherwise directed, and oftener if desired by the patients, or required for personal cleanliness. Cold baths are to be used only under special directions.

14. *Shaving*.—The shaving is to be done by the attendants at stated intervals, once a week or as directed by the Superintendent; and when patients desire it oftener, they are to be gratified. Patients must not shave themselves nor handle razors. There must be no patients present but those being shaved. Razors must be well secured when not in use.

15. *Clothing*.—The attendants must see that the patients change their clothes regularly, at stated periods, and reasonable requests as to changing oftener, and as to particular articles of dress, are to be gratified. They must be kept tidy and neat, shoes tied, stockings drawn up, clothing buttoned, hooked, pinned, tied as the case may be, and all the clothing properly adjusted. They must be constantly kept from careless or slovenly habits.

When patients wet or soil their clothes they are to be changed *immediately*; and as often as is necessary to keep them dry and comfortable.

Clothing and all articles needed for patients, or for the rooms and halls, are to be called for daily until furnished.

The attendants, with the aid of the patients, shall do the repairing of patients' clothing.

16. *Walking*.—All patients not too feeble or violent, should be got out into the grounds and open air when practicable, and the weather is suitable. They must be kept together when walking. They must not enter any house, store or other building, or go into the city without permission. Attention must be given to prevent the delivery or reception of letters or anything else prohibited; and the

most vigilant care must be observed to prevent elopements. Each attendant will be responsible for his or her own patients.

Patients should never be out of the house after supper—and must never be taken off the Asylum grounds on the Sabbath, except by permission of some superior officer, or when allowed to go to some place of worship.

17. *Out-Door Work.*—For the benefit of patients they will be permitted and encouraged to engage in out-door work, under the care of attendants or other subordinates. None will be taken from the halls or yards for this purpose except by direct intervention of the Supervisor. If permitted to go out even by order of the Superintendent, said order will be given with the understanding that notice is first to be given to the Supervisor. They must not be overworked nor permitted to overwork themselves, nor to work against their will, neither must they be asked to do that which they may feel to be degrading. The attendants must work *with the patients*, and be careful not to appear to be ordering or superintending, but to direct by example, assistance and advice. Any disposition to escape must be reported without delay, to the Supervisor.

The person into whose charge patients are delivered is responsible for their safe return, and they must see them enter the yard or the ward whence they were taken.

18. *Amusements and Employments.*—Patients should be as constantly as possible engaged in some pleasant kind of employment or amusement, and every effort should be made to induce them to do so. The attendants should constantly devise ways and means to this end.

19. *Mechanical Restraint.*—The use of restraining apparatus is prohibited except by express permission of the Superintendent or Assistant Physician. Seclusion to a private room, or the personal care of the attendants must be employed until further directions can be obtained. Whenever a patient becomes so noisy or violent as to demand seclusion, ample aid should be procured, and if force be

required, it should be used in a firm and decided, but mild and gentle manner, without any anger or appearance of anger. The reasons should be pleasantly and kindly explained, and the act reported to the Physicians.

20. No patient's door is to be left unlocked at night except by permission. On retiring the patient's clothing is to be placed within the hall, the doors locked, lights extinguished, and the attendants are to repair to their respective rooms.

21. *Suicidal Patients.*—Persons known to be suicidal must be kept in every way under the closest surveillance, and yet be treated with the greatest kindness and sympathy—cheered and enlivened—and the subject must never be alluded to. Knives, razors and sharp pointed scissors must not be allowed to any patients except in certain exceptional cases. Clothing, rooms and beds must be often searched for such articles. The Watchman must be kept informed by the Supervisors of all suicidal cases.

22. Assistant attendants shall be under the direction of the attendants, but the work shall be as equally divided between them as possible.

WATCHMAN.

1. The duties of the Watchman will commence at half-past seven o'clock P. M., at which time he will visit the office to receive instructions for the night.

2. He must, while on duty, be faithful and vigilant; visit every part of the male department, at least every hour during the night, making as little noise as possible, never conversing in a loud tone, and opening and shutting the doors as quietly as possible.

3. He must be kind, gentle and soothing in his manners to the patients, and use every means in his power to tranquilize those who are excited, and to allay the fears and apprehensions of the timid; he will pay particular attention to

the sick, the suicidal, and those recently admitted; will see that the patients are properly supplied with water, when it is asked for, and will attend to all other reasonable wants; will notice any unusual noise in the patients' rooms, endeavor to ascertain the cause, and, if necessary, report the same to the Attendant; he will notice anything unusual occurring during the night, and enter the same on a slate provided for the purpose, and he shall report any irregularities, neglect of duty, or violation of rules, which may come under his notice.

4. It will be the duty of the Watchman to look after the heating apparatus during the night; he must be very watchful against fire, and in case of its occurrence, must report immediately to the Superintendent and officers without giving general alarm; he shall keep the hose and fire-ladders always in good order, and in readiness for use; he shall ring the bell at the hour for rising in the morning, and he shall perform such other duties as may be required of him. At six o'clock A. M., he will be relieved by the Porter, and his services will not be demanded again till the time for duty in the evening.

WATCHWOMAN.

1. The Watchwoman shall have charge of the interior of the female department during the night. In the management of the patients, and in the discharge of other duties, she must be governed by the rules and regulations laid down for the government of the Watchman.

PORTER.

1. The time of service of the Porter commences and ends in alternation with that of night watchman. Cleaning, heating and lighting the front rooms of the centre building

belong to him; he shall see that the front windows and doors are kept secure during the day, and that visitors about the premises do not transgress the rules of propriety by talking with the patients at the windows.

2. He shall keep about the front entrance and rooms of the centre building, unless absent on duty; he shall attend to all messages, when required, and receive and conduct visitors—observing toward all the utmost politeness and attention; and he shall perform such other duties as may be required of him.

OVERSEERS OF LAUNDRY.

1. The overseers of the laundry shall have charge of the house and furniture of the laundry; they will be held responsible for the safe-keeping of the clothing delivered to them, until they are washed, ironed and returned, in a suitable condition for immediate use, to the assorting rooms, and placed in the charge of the Supervisors.

2. They shall keep the house and furniture in good order, and see that everything is safely locked up at night; they shall observe the general rules and regulations of the Institution, and see that they are observed by all who are employed under them, and shall report any remissness, or neglect of duty, to the Superintendent or Steward.

CARPENTER.

1. The Carpenter shall have charge of the work-shop, tools, etc., belonging to his department of labor; he shall attend to the repairs, alterations, and improvements made under the direction of the Superintendent or Steward.

2. He shall keep a book in which shall be entered the amount of lumber used, and for what purpose.

3. He shall make a report to the Clerk at the end of each month.

FARMER AND GARDENER.

1. The Farmer, under the direction and control of the Steward, shall have in his immediate charge, the lands used for farming purposes; the farming implements, the horses, cattle, hogs, chickens and produce of the farm, together with the hay, grain, straw, etc., purchased and delivered at the Asylum.

2. He shall keep a book, in which, under the head of GENERAL ACCOUNTS, he shall charge the farm with wages paid for labor; the cost of farming implements; the amount paid for blacksmithing; for grain, hay, bran, shorts, straw, etc., purchased and delivered to him; and all other articles or items of expenditure for farming purposes. Under the same head, he will credit the farm with all products; with the labor of himself and hands in making fences, gates, putting up buildings, etc., together with all articles that may be sold.

3. He will also keep separate accounts under the following heads—FOR THE ASYLUM: FOR HOGS: FOR CATTLE. On account for the Asylum, he will charge every article of produce, grain, hay, straw, etc., together with the pork, beef, veal, chickens, etc., delivered from time to time, to the Steward, for the use of the Asylum, and credit the "Asylum" with every article, of whatever nature or kind, purchased by the Steward and placed in his keeping. On account for "Hogs," he will charge the amount paid for all expenses. He will credit the number and weight of hogs sold, and the amount of pork supplied. On account for "Cattle" he will charge—amount paid for cattle purchased; amount paid for grain, hay, shorts, bran, etc., fed per day, and the amount of any other expenditure incurred for cattle. He will credit the quantity of milk and butter obtained daily, and the number and weight of cattle fatted and killed, including the hides and tallow.

4. The Farmer will be held responsible for the safe keeping of all grain, hay, straw, bran, shorts, cattle, hogs,

horses, farming implements, or anything else connected with the farm, and the Steward shall see that no such article is left at the Asylum, unless received and checked by the Secretary.

5. The Farmer will be careful to confer often with the Steward in reference to all matters pertaining to his charge, give timely notice as to all his wants, and he shall be faithful and industrious in the use of every means in his power to render the farm productive and profitable to the Asylum.

6. He shall make a report, embracing all the business transactions of the farm, whenever required to do so by the Superintendent.

7. He, with the aid of such patients as can be taken out for that purpose, shall have the care of the orchard, garden, and the grounds around the Asylum and Physician's house; he shall have charge of the cultivation of the vegetables, fruits and flowers, and he will be held responsible for their safe keeping and delivery at the Asylum, as directed from time to time, by the Superintendent or Steward.

8. He shall keep a pass-book, in which shall be entered by the Steward, the number, weight or measurement of the products of the garden and orchard, delivered from time to time, to the Asylum, and shall report the same to the Clerk monthly.

9. As the fruits and flowers are intended for the use of the patients, the Gardener is enjoined not to permit visitors, or employees, to pluck, or otherwise disturb them, without permission from the Superintendent.

CHIEF COOKS.

1. The chief cook of the male department shall have the general charge, under the direction of the Steward, of all the cooking for the patients and attendants of the old Asylum building and its dependent wards and departments, including the employees on the farm and garden.

2. The chief cook of the female department, under the direction of the Matron, shall have charge of the cooking for the inmates and attachees of the new Asylum building and its dependencies.

3. They shall take care of the supplies for their respective kitchens and prepare the food as may be directed, and see to its proper distribution and delivery to the various wards.

4. They shall personally take care of the fires and lights and see that their respective apartments are properly closed for the night.

5. They shall be mainly responsible for the conduct of such help as they may require in the performance of their duties.

ENGINEERS.

1. The Engineers will have charge of their respective engine rooms, engines, boilers, pumps, steam and water pipes, tanks and other machinery, apparatus and tools connected with their several apartments. They will see that they are all kept neat, clean and in good order.

2. They will run their respective engines and pumps, and will keep up steam so long each day as may be required to accomplish the object for which they are respectively used.

3. They should not admit company of visitors into their apartments without permission of the Superintendent.

APOTHECARY.

1. The Apothecary, under the direction of the Resident and Assistant Physician, shall have charge of the Dispensary, see that it is kept neat and clean and supplied with the necessary assortment of medicines; he shall keep the medi-

cines arranged in an orderly and systematic manner and technically labelled with printed labels. He shall also have charge of the surgical instruments, and all other instruments and things appropriately belonging to this department; and he shall see that they are always kept clean, in order for use, and *in their proper place*.

2. He shall prepare, put up and deliver to the several wards the medicines prescribed by the Resident and Assistant Physicians, with the directions and name of the patient to whom it is to be administered, plainly written upon the vial or package.

3. He shall every month, or oftener, clear the ward medicine cases of all discontinued medicines, and empty vials and boxes, and return the same to the Dispensary.

4. He shall assist the Assistant Physician in keeping the "Case Book" in which shall be recorded the cases of patients under treatment and recently admitted, describing therein their condition, symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected with each case.

5. He shall take the meteorological observations, under the direction of the Superintendent, and keep a register of the same.

6. He may assist in attending to visitors.

7. He will not allow patients in his apartment.

GENERAL AND MISCELLANEOUS REGULATIONS.



1. The whole time of employees should be devoted to the Institution.
2. They must never work for themselves during the hours of duty.
3. They shall not employ or permit patients to work for them, or for others, without permission from the Superintendent.
4. They shall not receive any gratuity or present from patients or their friends without the consent of the Superintendent.
5. Attendants are not to make a practice of visiting each others' wards except on necessary errands.
6. They must never leave their halls unattended, or without a substitute.
7. They must not retire to their rooms during duty hours, for reading, writing, sewing, napping and so forth.
8. Employees must not take friends or others into the wards without permission.
9. They must not lend their keys, and must be ever careful not to lose them.
10. They should not visit departments to which they do not belong except on business or by permission.

11. They must always regard the affairs of the Asylum as confidential, and never make them the subject of conversation with those unconnected with it.

12. All known abuses, improprieties and violations of rule must be reported to the Superintendent.

13. No intoxicating liquors shall be used in the Asylum or upon the premises, except as prescribed by the Physicians for medicinal purposes.

14. No person addicted to gambling, or of intemperate habits, or of immoral character, will be employed in the Institution.

15. Ward Attendants will not be allowed to leave the Asylum without permission of the Superintendent or Assistant Physician.

16. Male Attendants will invariably notify the Supervisor before leaving, and report to him immediately on their return, or the time at which they returned.

17. Female Attendants shall in like manner give notice of leaving and report time of returning to the Matron; and in the absence of the Physicians the Matron may grant leave of absence to female attendants in cases of emergency.

18. Other employees will not be permitted to leave their business during the hours of duty, without permission of the Superintendent, or in his absence, of the Steward.

19. Employees on the farm should not be granted leave of absence without first consulting the farmer.

20. The Steward shall keep an account of the time outside employees are absent during duty hours.

21. All employees leaving must hang up their keys in the place provided for that purpose.

22. Non-residents will not be permitted to remain in the Institution at night without the knowledge and permission of the Superintendent.

23. All employees must be ready to perform extra duty in cases of emergency.

24. All letters, or other writing, parcels or packages, to or from the patients, must be shown the Superintendent or Assistant Physician, before being sent away or delivered to the patient.

25. All money, jewels or other valuables found on patients, and all sums left or sent for their benefit must be deposited in the office of the Superintendent.

26. All employees in their treatment of, and deportment towards patients, will observe the rules prescribed for the government of the attendants.

27. No conversation shall be held with patients through the windows; and no person is allowed to stand by the windows, attracting the attention and listening to the talk of patients.

28. No male person whatever, except officers in the discharge of regular duty, shall visit the apartments, or enter the building occupied by the female patients, without express permission of the Superintendent or Assistant Physician.

29. Visitors may be admitted into the Institution from 10 to 12 A. M., and from 2 to 4 P. M.—Sundays and holidays excepted; and male visitors excepted as regards the Female Department.

30. In his absence, the Assistant Physician will exercise the authority and perform the duties of the Superintendent.

INSANE ASYLUM OF CALIFORNIA, }
Stockton, January 1, 1867. }

G. A. SHURTLEFF,
Resident Physician and Superintendent.

G. A. SHURTLEFF, M. D.,
Superintendent.

Insane Asylum of California,

A. CLARK, M. D.,
I. S. TITUS, M. D.,
Assistant Physicians.

Dockton, Feb. 4. 1871.

Find in

W. Billings, Asst. Surg. U. S. A.

Sir:

Your communication of the 24th
ult. is rec'd. I send you this day
by mail our

Annual Report for 1861

" " " 1862

" " " 1863

" " " 1864 + 5

Biennial " " 1866 + 7

" " " 1868 + 9

The supply of reports for the other years
is exhausted.

I also send a copy of the last

law concerning the Insane Asylum
and a copy of ~~the~~ "By-Laws of
the Directors" and Rules and
Regulations of the Supt."

Very respectfully

Yr Obedt Servt,

G. A. Murtlett